



# *City of Fayetteville*

240 Glynn Street South • Fayetteville, Georgia 30214  
Telephone (770) 461-6029 • Facsimile (770) 460-4238

[www.fayetteville-ga.gov](http://www.fayetteville-ga.gov)



MAYOR  
Edward Johnson

COUNCIL  
Scott Stacy, Mayor  
Pro Tem  
Kathleen Brewer  
Paul C. Oddo, Jr.,  
Harlan Shirley  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

---

February 23, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Ray Gibson, AICP, City Manager

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: February 15<sup>th</sup> through February 21<sup>st</sup>

---

## **CITY ADMINISTRATION**

### **City Manager**

- Held a meeting on Monday, February 23<sup>rd</sup> with Council Member Scott Stacy to discuss and begin preparation for the April 23<sup>rd</sup> Wellness Walk.
- Finalized the 2016 Council Retreat Agenda with assistance from retreat facilitator, Jay Garner.
- Held a meeting on Tuesday, February 16<sup>th</sup> with J.P. Beaty from Kelsher Communications to discuss possible options for City website videos.
- Held a meeting on February 16<sup>th</sup> regarding the Downtown Master Plan and its implementation. Attending the meeting were staff from NorSouth Development, Butler Snow Bond and Finance Attorney Blake Sharpton, ProMaker's Len Gough, FCDA Interim Director Joan Young, Fayette Chamber of Commerce President/CEO Carlotta Ungaro, Foley Design's Bill Foley, Community Development Director Brian Wismer, and Senior Planner Julie Brown.
- Attended a meeting on February 17<sup>th</sup> with city resident Ken Johnson to discuss various economic development programs within the City and ideas to improve in certain areas, especially the arts.
- Attended a meeting on February 17<sup>th</sup> with Charles Welch from the engineering firm Stevenson and Palmer to discuss the results of a water and sewer rate study. Also in attendance were Finance & Administrative Services Director Mike Bush, Assistant City Manager Alan Jones, Public Services Director Chris Hindman, and Water & Sewer Services Manager Doug Gonsalves.
- Attended a meeting on February 17<sup>th</sup> with EPIC health insurance brokerage firm to discuss a game plan for the City's health insurance renewal for 2016. Also in attendance were Assistant City Manager Alan Jones, Finance & Administrative Services Director Mike Bush and Assistant Director Carleetha Talmadge, and Human Resources Manager Barbara Dudley.

- Responded to numerous citizen issues throughout the week and coordinated with the necessary departments to resolve the issues.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- Downtown Development Authority DCA Report was submitted to the state.
  - Need to work on Financial DCA Report for submittal.
- Completed the Chart of Accounts entries for the new software program.
  - Awaiting a call from NW for “What’s next” in the implementation process.
- Banking Service RFP went out on 2/16/16.
  - Due Date for receipt of proposals is March 25, 2016.
- Attended the kick-off meeting with new insurance broker EPIC.
- Changed over the court online web payment from Ticketfastpay to Government Windows to Go Live on Thursday, February 25<sup>th</sup>.

### **Accounts Payable**

- Keyed payment data for 97 invoices and processed payments to 64 vendors.
- Prepared 64 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received four (4) new business applications.
- Issued one (1) new business license.
- Collected \$73,891.44 for 2015 delinquent and new licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$13,354.26 from the Alcohol Beverage Sales.
- Collected \$178.84 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit, and balance reports.

### **Payroll**

- QBA Gross Earnings Report for Pay Date: 02/11/2016
  - Check Count: **146**
  - Regular Weekly Payroll: **2**
- Total Payroll: **\$180,368.71**

### **Utility Billing**

- Assessed late fees to delinquent accounts.
- Received **\$30,747.13** in Sanitation and Stormwater revenues.
- Established Water and Sewer service for 33 new customers.
- Billed out for **1,986** customers.
- Received **\$69,641.67** in Water and Sewer revenues
- Pilot Program: Delinquent Accounts Callout
  - Cut off report generated for cycle 7 on 02/17/16 that resulted in **59** delinquent accounts.

- Out of the 59 accounts, 26 called and 29 received a tag through the mail due to bad or no phone numbers.
- Account Clerks received about 9 calls on that from those customers.

## **Human Resources**

- Personnel Issues
- Employment Opportunities
  - Fire Fighter (All Levels) – Closed 2/18/16
- Resumes from Week of February 15-19
  - Fire Fighter: 0
- Observation of interviews for Fire Fighters
- Personnel Policy Manual Review
- Epic Brokers Kick Meeting
  - Client Onboarding Meeting
  - Transition Letters
- Training LGRMS
  - Discipline and Termination
  - Employee Recognition

## **Court**

- # of citations received: **170**
- # of warrants issued (FTA & VOP): **3**
- # of citations (FTA) sent to DDS: **5**
- # of scheduled arraignment cases: **69**
- # of scheduled trial cases: **15**
- Total amount collected for the week: **\$15,653.20**

## **Information Technology**

- GIS Projects
  - Continued to work on the Asset Map Project.
  - Network Analyst Training Class (In progress when time allows).
- Technology Projects
  - Completed installation of desktops for the new finance system.
  - Financial data conversion in progress.
  - Updated fire mobile data terminals for the Spillman software.
  - Preparing mobile data terminal for new Truck 9.
- Police Technology Projects
  - Archived 2 months of ICOPS video.
  - Updated Courtware software.
  - Installed 3 UPS battery backups.
  - Re-wired the server racks.
  - Moved two servers.
- Open Records Request
  - DVD Request of Traffic Stops and Investigations: **12**

- Web Site Visits for the Week
  - Total Pages Viewed: **9,908**
  - Total Unique Pages: Viewed **7,151** (Excludes Repeated Pages viewed)
- Average Time Spent on Each Page: 51 seconds

➤ Top 10 City Web Pages

1.	Official Website Main Page	1,662	16.77%
2.	Jobs	715	7.22%
3.	Events	339	3.42%
4.	Government	293	2.96%
5.	Police Department	290	2.93%
6.	Search Results	262	2.64%
7.	Residents	231	2.33%
8.	City Departments	224	2.26%
9.	Municipal	221	2.23%
10.	On-Line Payment	191	1.93%

- Facebook Insights
  - Total Page Likes (Fans) **4,879**
  - Total Reached **1,184**
  - People Engaged **131**
  - Fans
    - Women **77%**
    - Men **23%**

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- Provided information to and had discussion with Jay Garner to assist with preparation of final economic development plan/strategy report documents.

### **Planning & Zoning**

- Prepared staff reports, minutes, and Commissioner packets for the upcoming Planning Commission monthly meeting.
- Met with a developer interested in a workforce housing development in downtown area. Discussed the need for strict architectural guidelines and presentation from the street.
- Met with Foley Design and potential developers to further refine the Downtown Master Plan.
- Met with a local citizen (a millennial) about the Downtown Master Plan and the need for their participation in the concept design.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

### **Main Street**

- Held a Promotions Committee meeting on February 16<sup>th</sup>. Added two new committee members.
- Began updates to the Amphitheater website for the 2016 calendar.
- Met with FFUMC to discuss event details for the Easter egg hunt on courthouse grounds.

- Met with local promoter to plan food/music festival at amphitheater in April.
- Hit an obstacle with excessive bid cost of building relocation in coordination of plan to save/relocate historic home at 210 S Jeff Davis. Future owner now seeking alternate bids.
- 2016 series subscription renewals are complete. Now receiving new subscribers.
- Beginning outreach to new potential amphitheater sponsors for 2016.
- Further negotiations required for concert series, as one group cancelled their entire U.S. tour. Replacement offer pending.
- Continued Prep for 2016 series ticket marketing materials and outreach.

## **DDA**

- Held annual Strategic Planning meeting on February 17<sup>th</sup>.

## **Building**

- Number of Building Inspections Performed: **75**
- Number of Permits Issued: **16**
  - **2: Building**
    - Commercial Repair/Remodel: **0**
    - Commercial New: **1**
    - Residential Repair/Remodel: **1**
    - Residential New: **0**
  - **0: Demolition**
  - **2: Mechanical**
  - **1: Utility Restoration**
  - **1: Foundation Only**
  - **6: Electrical**
  - **1: Plumbing**
  - **1: Land Disturbance**
  - **2: Fence**
  - **0: Pool**
- Plans Received: **1**
  - Commercial Repair/Remodel: **0**
  - Commercial New: **1** (This is It!)
  - Residential Repair/Remodel: **0**
  - Residential New: **0**

## **Code Enforcement**

- Total Inspections: 54
  - Proactive: 51
  - Complaint: 3
- Verbal Warnings: 1
- Written Warnings: 1
- Notice of Violations: 2
- Stop Work Orders: 0
- Citations Issued: 0

## **PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)**

### **Public Works**

- Cleaned City Hall and the Police Department.
- Fix door at City Hall.
- Put up sign at Veterans Parkway.
- Cut overgrown bushes on Beauregard and Grady Avenue.

### **Sewage Department**

- Average daily flow treated is 2.525 million gallons per day.
- Performed weekly maintenance at 26 lift stations sites.

### **Stormwater**

- Cleaned out storm drains at Brandywine Apartments.

### **Water Department**

- Average daily flow of 1.086 of system demand.
- Repaired 1 water leak.

### **Utility Locates**

- Located the water and sewer for 51 utility locate tickets.

## **POLICE DEPARTMENT**

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Domestic/Mental**: Patrol units responded to Dixon Springs Dr. A male subject suffering from PTSD stated that he was going to burn down the residence. He had placed several items of clothes throughout the residence drenched in lighter fluid. He was located in the yard with a lighter screaming at other neighbors. FVPD was able to talk to him and allow medical techs to treat him. He was transported to Fayette Piedmont Hospital for treatment.
- **Agency Assist/Rape**: Patrol unit responded to Advanced Auto Parts. The manager reported that one of his female employees reported to him that she was raped in the Griffin area. She was transported to Fayette Piedmont Hospital where FVPD met with Spalding County Sheriff's deputies.
- **Runaway Juvenile**: Patrol units responded to Running Bear Trl. where a 17-year-old female had run away from home. FVPD located the juvenile in Decatur. The father traveled to Decatur to pick up his daughter.
- Numerous arrest for traffic offenses (4), DUI (3)
- Several Arrest for shoplifting (6)
- 2 Wanted persons located
- Several arrest for offenses not listed above (4)

### **Training Division**

- Lt. Harper and Francis attended Internal Affairs Investigations at GPSTC.
- Captain Myers attended Shotgun Instructor training at GPSTC.
- Registered six officers for upcoming training.
- Started preparation for the 2016 CPA.

### **Criminal Investigations**

- Detectives had the GBI Forensics sketch artist complete two drawings in active cases in an attempt to identify suspects.
- Detectives obtain robbery warrants on the bank robbery at Bank of North Georgia, Incident # F15-10321. Suspect is in custody in Mississippi.

### **School Resource Officers**

- Fayette County High School: SRO Stavenger made an arrest for marijuana possession less than on ounce.

### **Office of Professional Standards**

- Sent out a press release to all media outlets regarding the identification of a suspect in the Bank of North Georgia Armed Robbery.
- Presented the initial Neighborhood Watch Association program to approximately 30 residents of the Emory Springs subdivision.
- The front office answered 94 phone calls, handled 35 walk-ins, referred 22 accident reports and 13 incident reports, processed 20 alcohol IDs and 7 impound releases, ran 8 backgrounds, 24 tags and 26 VINs.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 61 emergency calls for service during the week.
- Volunteer: The February 15<sup>th</sup> volunteer meeting was held at Station 91.
- Projects:
  - Attended a kick-off meeting with EPIC, the City's new insurance broker to discuss transitional items/issues.
  - Attended a meeting with Fayette Forward Steering Committee to discuss upcoming program.
  - Truck 9 returned from 10-8 Fire in Forsyth. A few items remain for installation – awaiting equipment to arrive; these items can be completed in house. Check-off driver/operators will be completed this week and the truck will be officially placed in service.
  - Attended a tour of the Ridge Nature Trail, led by representatives of Southern Conservation Trust, Dennis Chase and Dr. Day. Council members Scott Stacy, Kathaleen Brewer, and Paul Oddo were also in attendance.